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EDMUND G. BROWN JR.  
Governor

DATE: September 23, 2016

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH),  
CALIFORNIA HOME VISITING PROGRAM (CHVP) DIRECTORS AND  
COORDINATORS, NURSE-FAMILY PARTNERSHIP (NFP) NURSE  
SUPERVISORS, NURSE HOME VISITORS AND DATA ENTRY STAFF

SUBJECT: CHVP NFP DATA UPDATE  
CHVP PROGRAM POLICY ALERT LETTER # 2016/17-02

### Purpose

The purpose of this letter is to inform CHVP NFP sites of the changes to CHVP data collection, data system and reporting requirements.

### Background

Changes to the data collection, data system and reporting requirements for CHVP NFP sites evolved as a result of the updated HRSA federal reporting requirements for the Federal Fiscal Year (FFY) 2016-2017. Over the summer, CHVP worked collaboratively with NFP NSO to incorporate all of the necessary data collection requirements into the NFP forms to satisfy the HRSA demographic and benchmark updates. As a result, almost all of the data collection requirements are now collected in NFP NSO forms and thus CHVP will be discontinuing the ETO Supplemental Program enrollment process and the CHVP Supplemental data collection forms. Unfortunately, there is one outstanding table that collects data on priority populations that could not be accommodated in the NFP NSO data collection. Because data collection is required by HRSA, CHVP NFP sites will be required to collect data on priority populations manually beginning on October 1, 2016.



## Action

Effective immediately, the following changes will supersede the current directive(s).

### NFP Sites entering data into ETO Solaris

As of October 1, 2016:

- All data needed for federal reporting will be collected in the NSO data collection forms EXCEPT information about priority populations.
- New priority populations reporting requirement: On a tri-annual basis and in conjunction with the Status Report, sites will report aggregate data on priority populations to CHVP. This data is not currently collected by NSO and is required for federal reporting. CHVP will provide the data collection form and the Excel template for tracking and aggregating the data.
- Because of the discontinuation of the CHVP Supplemental Program, CHVP will utilize the Client Funding Source Assessment in Solaris to track and report on Maternal, Infant and Early Childhood Home Visiting (MIECHV) funded participants. For CHVP clients, please ensure this assessment is completed at intake and the "MIECHVP - Formula" box is checked along with the funding start and end dates for accurate reporting.
- CHVP NFP sites will discontinue use of the CHVP supplemental data collection forms. Please complete all supplemental data entry and data cleaning by October 6. CHVP will discontinue enrollment into CHVP Supplemental Program in ETO and all user accounts will be de-activated as of October 7.

### NFP Sites entering data into ETO Connect Mock Sites (Persimmony users)

CHVP sites that are using Persimmony in lieu of Solaris will still be required to complete duplicate data entry for all NSO required data into our ETO Connect Mock Sites until further notice.

- Please follow guidance provided in the Data Cleaning: ETO Connect Mock Sites Data Help Alert communication that was emailed on August 26.
- CHVP NFP sites will discontinue use of the CHVP supplemental data collection forms. Please complete all supplemental data entry and data cleaning by October 6. CHVP will discontinue enrollment into CHVP Supplemental Program in ETO and all user accounts will be de-activated as of October 7. Please work with Persimmony directly to disable this supplemental module from your configuration.
- Updates to the NFP NSO forms are also required for the ETO Connect Mock Sites. CHVP will notify sites when the revised NFP NSO assessments are updated and ready for use in the ETO Connect Mock Sites.
- Data monitoring procedures between the two data systems (ETO Connect Mock Sites and Persimmony) will be defined in the near future and communicated by the site's Program Consultant.

## Questions

If you have questions regarding these updates, please contact the Data Help Team at [CHVPDataHelp@cdph.ca.gov](mailto:CHVPDataHelp@cdph.ca.gov)

Sincerely,

A handwritten signature in cursive script that reads "Karen Shevlin for Kristen Rogers".

Kristen Rogers, PhD  
Chief, California Home Visiting Program and  
Maternal and Infant Health Branch  
Maternal, Child and Adolescent Health Division  
California Department of Public Health

Enclosure

cc:

Karen Shevlin, MS, RD  
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